

LANDFILL SCALE CLERK
NORTHEAST SOLID WASTE COALITION

DEFINITION

Under the direction of the Solid Waste Supervisor, performs a variety of duties in the operation of the Landfill scale house.

ESSENTIAL JOB FUNCTIONS

- Responsible for the operation of the scale house;
- Opening and closing of scale house;
- Weighing customers in and out;
- Inspection of loads for questionable or banned wastes;
- Computer entries of payments received on account;
- Preparing and sending monthly statements;
- Answering customer questions;
- Operation of associated office equipment;
- Keeping office building clean;
- Perform general grounds maintenance around scale house facility including some mowing and snow scooping;
- Other duties as assigned.

JOB STANDARDS/SKILLS

Ability to obtain SWANA certification; represents the Coalition and must therefore be courteous and patient with customers; maintain a working relationship with members of staff; able to handle cash and charge transactions; maintain computerized records; prepare reports and operate all associated office equipment.

JOB LOCATION

57220, Road 825, Clarkson Ne.
(from intersection of Hwy 15 and Hwy 32, 3 miles south on Hwy 15, 1 ¾ west)

EQUIPMENT

Scales, computer, calculator, printer, telephone, push mower, snow blower and pick-up truck

NON ESSENTIAL FUNCTIONS

As assigned.

PHYSICAL DEMANDS**KEY:**

N = Never
 O = Occasionally
 F = Frequently
 A = Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING		X		
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING		X		
HANDLING			X	
FINGERING				X
FEELING		X		
TALKING				X
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X
DEPTH PERCEPTION			X	
COLOR VISION			X	
FIELD OF VISION			X	
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION		X		
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK	X			
HIGH EXPOSED PLACES	X			
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS		X		

POSITION:

STANDING: 10%
 WALKING: 10%
 SITTING: 80%

CONTROLS:

HAND-ARM: 100%
 FOOT-LEG

STRENGTH LEVEL: 20-30 pounds